

**PERFORMANCE BASED STATEMENT OF WORK FOR
RESPONSE TASK FORCE (RTF) PLANNER SUPPORT
COMNAVREGSE, JACKSONVILLE**

1.0 SCOPE

To provide support to Commander, Navy Region Southeast (CNRSE) in delivering enhanced readiness from the shore through development and execution of Nuclear Weapons Accident/Incident (NWA) response plans and procedures as required by DOD Instruction 3150.8M. Contractor support shall assist in developing, refining, exercising, and executing standardized NWA response procedures for all phases of a NWA from pre-incident, through response and to recovery.

2.0 APPLICABLE DIRECTIVES

- 2.0.1 Department of the Navy instructions and regulations
- 2.0.2 Department of Defense instructions and regulations
- 2.0.3 Congressional and local laws and regulations
- 2.0.4 CNRSE Instructions and Notices

2.1 ACRONYMS AND ABBREVIATIONS:

AO	Administrative Officer
AOR	Area of Responsibility
ARNORTH	Army North (US Army)
BLDG	Building
CAP	Crisis Action Planning
CAT	Crisis Action Team
CNIC	Commander, Navy Installations Command
CNRSE	Commander, Navy Region Southeast
COMNAVREG SE	Commander, Navy Region Southeast
CONPLAN	Contingency Plan
COR	Contracting Officer's Representative
DCO	Defense Coordinating Officer
DFARS	Defense Federal Acquisition Regulation Supplement
DGR	Designated Government Representative
DISCO	Defense Industrial Security Clearance Office
DoD	Department of Defense
DON	Department of the Navy
DONCAF	Department of the Navy Central Adjudication Facility
ECMRA	Enterprise-wide Contractor Manpower Reporting Application
EM	Emergency Management/Emergency Manager
FAR	Federal Acquisition Regulation
FEMA	Federal Emergency Management Agency
FSO	Facility Security Officer
IAW	In accordance with
ICS	Incident Command System
IS	Independent Study
JOPES	Joint Operation Planning and Execution System
JPAS	Joint Personnel Adjudication System
JTF-CS	Joint Task Force Civil Support
JTR	Joint Travel Regulations
KO	Contracting Officer
MSEL	Master Scenario Events List
NA	Not Applicable

NACLC	National Agency Check with Local Agency and Credit Checks
NAVCENT	Navy Forces Central Command
NCC	Navy Component Commander
NIMS	National Incident Management System
NISP	National Industrial Security Program
NORTHCOM	Northern Command
NRSE	Navy Region Southeast
NUWAIX	Nuclear Weapons Accident/Incident Exercise
NWAI	Nuclear Weapons Accident/Incident
OPM	Office of Personnel Management
OPNAV	Office of the Chief of Naval Operations
OSD	Office of the Secretary of Defense
PACFLT	Pacific Fleet
PACOM	Pacific Command
PCL	Personnel Security Clearance
PGI	Procedures, Guidance, and Information
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QAE	Quality Assurance Evaluator
QC	Quality Control
QCP	Quality Control Plan
ROC	Regional Operations Center
RTF	Response Task Force
SCI	Sensitive Compartmented Information
SIPR	Secret Internet Protocol Router
US	United States
USC	United States Code
USFF	United States Fleet Forces
WAWF	Wide Area Work Flow

3.0 REQUIREMENTS: The Contractor shall perform the following support tasks:

3.1 RESPONSE TASK FORCE (RTF) PLANNER SUPPORT:

Performance requirements listed below are representative of historical efforts. Actual performance requirements may vary due to operational requirements or emergent tasking from higher headquarters. General Performance Requirements are:

Training and Exercises:

- The Contractor shall provide on-site Regional Operations Center Response Task Force Planner Support.
- The Contractor is responsible for scheduling and facilitating Response Task Force exercise scenarios and developing exercise objectives which recur continually throughout the fiscal year.
- There is a minimum of 1 RTF training event monthly. The Contractor shall conduct a two hour training session for RTF personnel each month to review RTF operational processes, procedures, and requirements. If required, training sessions may also be used to introduce new policies, procedures, or requirements that result from higher headquarters directives or post-exercise lessons learned.

- Develop and maintain a long-term (greater than 1 year) and short-term (less than 1 year) RTF training calendar that incorporates drills and exercises follows:
 - Simple communications exercise (COMMEX) or Table Top Exercise (TTX) lasting one to three hours at least once per month.
 - Command Post Exercise (CPX) lasting 4-8 hours at least once per quarter.
 - Field Training Exercise (FTX) lasting 1-5 days at least once per year.
- Ensure full integration and participation of appropriate response partners from local, state, federal, and other Service organizations and agencies in drill/exercise planning and execution.
- Identify a minimum of three training objectives for each scheduled drill/exercise. Training objectives should be derived from requirements established by higher headquarters directives, Joint and Navy Mission Essential Task List (JMETL/NMETL), and lessons learned from previous drills/exercises.
- Develop a realistic scenario that supports accomplishment of selected training objectives identified for each drill/exercise.
- Develop a Master Scenario Events List (MSEL) containing at least 10 injects per hour for the duration of each drill/exercise.
- Coordinate drill/exercise participation by applicable response partners. Coordination typically includes establishing proper roles and responsibilities for drill/exercise participants, ensuring there are no scheduling conflicts among exercise participants, ensuring response partner training objectives are adequately addressed in the drill/exercise scenario and exercise MSEL, and ensuring drill/exercise participants are adequately trained/proficient to fulfill exercise requirements.
- Schedule and conduct coordination meetings with key response partners and higher headquarters, as required, to facilitate scenario and MSEL development, and logistical preparations for the larger complex exercises. The typical planning cycle for complex exercises includes at least three coordination meetings with key participants during the twelve month period preceding the exercise.
- Monitor drill/exercise flow and introduce MSEL injects and simulations at an appropriate time to ensure adherence to the drill/exercise scenario and timeline.
- Monitor, and assess the actions of drill/exercise participants. Capture assessments, participant feedback, and lessons learned in writing within five working days following the completion of each drill/exercise.
- Develop comprehensive After Action Reports (AAR) within 30 days following completion of each CPX and FTX. Be prepared to develop executive summaries and/or power point presentations detailing key observations and findings from each AAR if requested for Flag-level briefings.
- Serve as an observer/evaluator or exercise participant for RTF exercises conducted by CNRNW or other Service RTF organization. Provide subject matter expertise to assist with exercise planning and logistical preparations. Support for outside organizations is provided when requested, typically not more than a one week period every other year.

Administrative Actions:

- Maintain a library (electronic or hard copy) of all orders, directives, plans, procedures, and lessons learned/AARs that pertain to the RTF mission. Annually review the library to ensure the applicability and currency of each document therein. Maintain familiarity with all retained documents and be prepared to cite

references within them to inform the development or refinement of plans, briefs, and other products, or to answer questions from response partners, the CNRSE chain of command, or higher headquarters.

- Develop targeted training material (typically power point slides) that supports a two hour training session for RTF personnel on RTF operational processes, procedures, and requirements every month.
- Develop and employ a detailed Plan of Actions and Milestones (POAM) to prioritize current and planned actions and tasks. POAM should be updated at least weekly to ensure it is accurate and complete.
- Develop bi-weekly briefs for the N37 that detail the current status of RTF training, planning efforts, and other ongoing projects that have been assigned. Briefing products shall be sufficiently detailed to enable N37 to use them as a source document for briefings to the N3 and/or Region Commander.
- Develop executive-level information and issue papers, and informational briefs about RTF-related topics when directed by the N37, N3, or the Regional Commander. Be prepared to staff draft papers and briefs within the CNRSE headquarters, with applicable response partners, or to higher headquarters for review and comment prior to submitting them.
- Draft approximately 15 detailed trip reports and/or meeting minutes for the N37 following each RTF-related trip or attendance at a meeting hosted by another (not CNRSE) organization or agency.
- Conduct an annual review of the CNRSE RTF CONPLAN to ensure references, general information, policies, and procedures contained therein are current, accurate, and aligned with applicable higher headquarters plans, policies and directives. Draft necessary updates to the CONPLAN following each annual review and submit them for approval by the Regional Commander. Incorporate all approved revisions to the CNRSE RTF CONPLAN and ensure revisions are shared with all RTF response partners.
- Develop detailed position-specific checklists for RTF personnel that support processes, procedures, and requirements established in the CNRSE RTF CONPLAN. Continually refine these checklists based on observations and feedback during drills/exercises, or following revisions to the CNRSE RTF CONPLAN.
- Review OSD, Joint Staff, Department of the Navy, US Fleet Forces, and other Federal agency publications, instructions, and directives to identify expressed or implied missions and responsibilities for the RTF. Reviews will be conducted whenever applicable publications and instructions are promulgated or updated, but no less than every five years.
- Review and provide comments on draft higher headquarters publications, plans, instructions, directives, and briefs that pertain to the RTF, when directed.

Coordination and Liaison:

- Coordinate directly with personnel from NSB Kings Bay and its tenant commands, and Staff personnel from other CNRSE Programs to facilitate development of RTF plans and procedures, and planning and execution of training and exercise events. Coordination with personnel from one or more of the specified organizations occurs daily.
- In coordination with the N37, liaison with personnel from Joint Staff, USNORTHCOM, US Air Force, US Fleet Forces Command, CNIC, Defense Threat Reduction Agency (DTRA), FBI, Department of Energy (DOE), US Coast Guard (USCG), Federal Aviation Authority (FAA), and State and local government agencies in Georgia and Florida to facilitate development of RTF plans and procedures, and planning and execution of training and exercise events. The preceding list of DOD, Federal, State, and local

organizations and agencies depicts commonly engaged RTF response partners but this list is not all-inclusive.

Operations:

- Participate in CNRSE all-hazards (non-RTF) incident response operations by filling one Planner billet in CNRSE Crisis Action Team (CAT) during periods of CAT activation for exercises or real world incidents. There are two CAT watch sections (one Planner per section) to facilitate around the clock operations, if required, for the duration of the exercise or incident. A minimum of four weeks of scheduled exercises and 3-5 real world events that average 2-3 days in duration require CAT activations each year.

Participate in exercise and real world RTF operations at NSB Kings Bay or other location, if directed by providing one Planner per RTF watch section (two sections total) to monitor and assist RTF processes and procedures, provide recommendations to RTF leadership about current and future priorities and efforts, and to facilitate coordination among participating personnel to ensure compliance with CNRSE RTF CONPLAN objectives and procedures, and to ensure the effectiveness of the RTF organization.

WORKLOAD DATA: Workload is expected to remain consistent with the historical information provided above. In addition, please note the following. There is a minimum of 1 major RTF exercise annually which is a coordinated response effort with USFF, NORTHCOM, DTRA, and civilian Federal, State, and local planners. RTF planners oversee proper staffing of the RTF watchbill and provide continual (24/7) subject matter expertise during incident response operations. RTF planners shall accomplish an annual review and update of the CNRSE RTF CONPLAN and provide review/comment of higher headquarters plans and instructions, as directed. The total quantity of RTF exercises could be contingent on current world-wide events.

3.2. PERFORMANCE REQUIREMENTS SUMMARY (PRS). The performance standards for this PWS are stated in the PRS Below:

Task	Performance Objective	Performance Standards	Frequency	AQL	Surveillance Method
3.1	Act as Exercise Controller in a minimum of 1 RTF training event monthly.	95% compliance	Monthly	100% inspection	Continuous inspection by the Emergency Management Dept
3.1	Conduct analysis and develop RTF CONPLAN in support of NORTHCOM	95% compliance	Monthly	100% inspection	Continuous inspection by the Emergency Management Dept
3.1	Plan, draft, and review/update annually applicable Region contingency plans, operations plans, functional plans and related documents in support of RTF requirements.	95% compliance	Annual	100% inspection	Continuous inspection by the Emergency Management Dept
3.1	Conduct review	95% compliance	Monthly	100% inspection	Continuous

	of and provide input to the RTF-related sections of the CNRSE EM plan				inspection by the Emergency Management Dept
3.1	Monthly Progress Report	95% compliance	10 th day of every month to COR and DGR	100% inspection	Continuous inspection by the Emergency Management Dept
13.0	Travel Documentation	95% compliance	Within 5 working days after completion of each travel	Contractor shall request travel authorization from the COR prior to confirming travel arrangements.	COR inspection upon completion of each travel.

3.2.1 SKILLS/KNOWLEDGE/EXPERIENCE REQUIRED FOR THE POSITION

- Possess a Bachelor of Science (BS) in training and education or equivalent experience.
- Security Clearance requirement: Secret required.
- Able to employ exercise planning principles and techniques.
- Prior experience with controlling integrated exercises, and developing MSELs, scenarios, and injects.
- Ability to analyze exercise results and to promulgate lessons learned and best practices.
- Knowledge of curricula objectives and evolutions, including approved training procedures, safety precautions, emergency action plans and procedures, training facilities and equipment.
- Able to employ the principles and techniques used in designing training programs and applying design methods to the improvement of instructional effectiveness.
- Able to employ the Crisis Action Planning process (CAP) and the Joint Operational Planning and Execution System (JOPES).
- Comprehensive knowledge of Incident Command System (ICS) and National Incident Management System (NIMS).
- At a minimum, must have completed FEMA courses IS 100, IS 200, IS 700, IS 800.
- Ability to express ideas effectively, both orally and in writing.
- Be proficient with Microsoft Office Tools and Programs, be computer literate and must be able to implement and use web based programs.
- Maintain a thorough understanding of the Military Decision Making Process, to include the adaptive planning process. Have the ability to apply that knowledge to support a mission analysis, and course of action development.
- Comprehensive knowledge of military plans design, drafting, and updating methodology.
- Minimum 4 years management or supervisory experience.
- Able to employ the Navy Planning Process.
- Knowledge of emergency management concepts, principles, laws, regulations, and precedent decisions which provide the capability to recommend substantive changes to ensure effective planning and operational support.
- Be capable of interpreting, adapting, and applying available guidance to vague or poorly defined scenarios.
- Demonstrated ability to work well under pressure with changing deadlines and priorities.

4.0 PERIOD OF PERFORMANCE: 17 September 2016 – 17 March 2017 (plus two 1 year options)

4.1 OPTION PERIOD

Option Period One: 18 March 2017 – 17 March 2018

Option Period Two: 18 March 2018 – 17 March 2019

5.0 WORK HOURS: Normal work hours are 0700-1530, Monday through Friday, and as required. Flex hours may be used to support the program that are not consistent with the typical workday, such as during periods of actual or exercise mission execution.

5.1 EMPLOYEE ABSENCE: In the absence of Contractor personnel, the Contractor is responsible for performing without an interruption in services. If there is an interruption in services, invoices will be adjusted to reflect the absence.

6.0 PLACE OF PERFORMANCE: The normal place of performance is at COMNAVREG SE, Bldg. 919, COMNAVREG SE, Jacksonville, FL.

7.0 WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The majority of the work is performed in an office environment. Office spaces are ventilated and adequately lighted.

8.0 GENERAL SAFETY AND HOUSEKEEPING: Contractor personnel shall keep his/her office and work area in a clean, presentable, safe condition at all times.

9.0 EMPLOYMENT OF FEDERAL EMPLOYEES: The Contractor shall not employ or enter into a contract with any person to perform work under this contract who is an employee of the United States Government, either military or civilian, unless such person receives approval IAW applicable Federal, Navy and DOD regulations.

10.0 SECURITY REQUIREMENTS: Work under this task order may be classified and the contractor shall maintain a SECRET CLEARANCE. The Contractor shall comply with all applicable DOD security regulations and procedures during the performance of this task order. Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and government personnel work products that are obtained or generated in the performance of this task order. Contractor will be required to provide clearances for personnel requiring access to government computers and workstations.

National Agency Check with Local Agency Check and Credit Check (NACLC). An NACLC is required for a SECRET, and CONFIDENTIAL PCLs. Investigative requests shall be made using the electronic version of the SF 86.

"Each Contractor employee shall have a favorably adjudicated National Agency Check with Local Agency and Credit Checks (NACLC).

If Contractor personnel currently have a favorably adjudicated NACLC the Contractor will notify the Security Manager of the command they shall visit utilizing OPNAV 5521/27 Visit Request form or a visit request via JPAS, The visit request will be renewed annually or for the duration of the contract if less than one year.

The NACLC is processed through the command Security Manager when a facility security officer (FSO) is not present. The NACLC will be processed through the use of the Electronic Questionnaires for Investigations Processing (e-QIP). Please note: Applicants can only access the e-QIP system if they have been instructed to do so by an appropriate official at sponsoring agency. Individuals cannot pre-apply for a security clearance, nor update their security questionnaire, unless granted access by an appropriate agency official.

Investigative requirements for DON Contractor personnel requiring access to classified information are managed under the National Industrial Security Program (NISP). Requests for investigation of Contractor personnel for security clearance eligibility are processed by the OPM and adjudicated by Defense Industrial Security Clearance

Office (DISCO). When SCI access is at issue, the DONCAF is the adjudicative authority for all DON contractor personnel requiring SCI access eligibility.

The e-QIP software can be accessed at the Office of Personnel Management (OPM) website <http://www.opm.gov/eqip/index.asp> or <http://www.dss.mil> the contractor should provide the completed SF-86 to the Command Security Manager along with the original signed release statements and two applicant fingerprint cards (FD 258) if required. Applicants can obtain an SF-86 by visiting the Office of Personnel Management (OPM) website located at: <http://www.opm.gov/forms/html/sf.asp>. The responsibility for providing the fingerprint cards rests with the contractor. The Security Manager will review the form for completeness, accuracy and suitability issues.

Determinations are the sole prerogative of the commanding officer of the sponsor activity in cases where derogatory information is uncovered. If the commanding officer determines, upon review of the investigation, that allowing a person to perform certain duties or access to certain areas, would pose an unacceptable risk, that decision is final. No due process procedures are required.

The Contractor employee shall take all lawful steps available to ensure that information provided or generated pursuant to this arrangement is protected from further disclosure unless the agency provides written consent to such disclosure. Security clearance requirements are defined in DD-254 of the basic contract.

Procedures for Completing the Electronic Version of the SF 86. The electronic version of the SF 86 shall be completed jointly by the employee and the FSO or an equivalent contractor employee(s) who has (have) been specifically designated by the contractor to review an employee's SF 86.

a. The FSO or designee shall inform the employee that the SF 86 is subject to review and shall review the application solely to determine its adequacy and to ensure that necessary information has not been omitted. The FSO or designee shall provide the employee with written notification that review of the information is for adequacy and completeness, information will be used for no other purpose within the company, and that the information provided by the employee is protected by reference (m). The FSO or designee shall not share information from the employee's SF 86 within the company and shall not use the information for any purpose other than determining the adequacy and completeness of the SF 86.

b. The FSO or designee shall ensure that the applicant's fingerprints are authentic, legible, and complete to avoid subsequent clearance processing delays. The FSO or designee shall retain an original, signed copy of the SF 86, the Authorization for Release of Information and Records, and Authorization for Release of Medical Information until the clearance process has been completed. The FSO or designee shall maintain the retained documentation in such a manner that the confidentiality of the documents is preserved and protected against access by anyone within the company other than the FSO or designee. When the applicant's eligibility for access to classified information has been granted or denied, the retained documentation shall be destroyed.

Pre-Employment Clearance Action. If access to classified information is required by a potential employee immediately upon commencement of their employment, a PCL application may be submitted to the CSA by the contractor prior to the date of employment provided a written commitment for employment has been made by the contractor, and the candidate has accepted the offer in writing. The commitment for employment will indicate that employment shall commence within 30 days of the granting of eligibility for a PCL.

Verification of U.S. Citizenship. The contractor shall require each applicant for a PCL who claims U.S. citizenship to produce evidence of citizenship. Contractors who are not U.S. citizens or are dual citizens with another country will not be eligible for employment.

Acceptable Proof of Citizenship

a. For individuals born in the United States, a birth certificate is the primary and preferred means of citizenship verification. Acceptable certificates must show that the birth record was filed shortly after birth and it must be certified with the registrar's signature. It must bear the raised, impressed, or multicolored seal of the registrar's office. The only exception is if a State or other jurisdiction does not issue such seals as a matter of policy.

Uncertified copies of birth certificates are not acceptable. A delayed birth certificate is one created when a record was filed more than one year after the date of birth. Such a certificate is acceptable if it shows that the report of birth was supported by acceptable secondary evidence of birth. Secondary evidence may include: baptismal or circumcision certificates, hospital birth records, or affidavits of persons having personal knowledge about the facts of birth. Other documentary evidence can be early census, school, or family bible records, newspaper files, or insurance papers. All documents submitted as evidence of birth in the U.S. shall be original or certified documents.

b. If the individual claims citizenship by naturalization, a certificate of naturalization is acceptable proof of citizenship.

c. If citizenship was acquired by birth abroad to a U.S. citizen parent or parents, the following are acceptable evidence:

(1) A Certificate of Citizenship issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) or its predecessor organization.

(2) A Report of Birth Abroad of a Citizen of the United States of America

(3) A Certificate of Birth.

d. A passport, current or expired, is acceptable proof of citizenship.

e. A Record of Military Processing Armed Forces of the United States (DD Form 1966) is acceptable proof of citizenship, provided it reflects U.S. citizenship.

11.0 CONTRACTOR FURNISHED MATERIAL. N/A

12.0 GOVERNMENT PROPERTY FURNISHED. The work under this contract is located at a Government site or installation. In accordance with DFARS PGI 245.102-70(2) property that is incidental to the place of performance; such as when the contract requires Contractor personnel to be located on a Government site or installation where the use of Government-provided office space and equipment, e.g., chairs, telephones, and computers, is standard practice will be made available and used by Contractor personnel at a maximum of three workstations. The Contractor shall maintain the assigned office space(s) in a neat and orderly manner. Contractor shall only use Government provided items to accomplish the tasks required under this contract. Personal or company use of phones, utilities, computers, printers, copiers, etc., not directly related to required services is strictly prohibited. Contractor shall not remove any Government provided items from the worksite without the express written permission of the Contracting Officer's Representative or his/her designated representative.

13.0 TRAVEL

In support of tasking the contractor shall be required to occasionally travel from CNRSE Jacksonville, FL to various supported stations throughout the Region or to higher headquarters. Travel will be in support of training exercises, scenarios, and to liaison with Commands as outlined in the PWS. Dates of travel have not been established at this time. Once the dates have been identified, the DGR will determine the need for Contractor travel. The contractor shall request travel authorization from the COR prior to confirming travel arrangements. The notional travel schedule for a 12 month period that is depicted in the table below is based on historical requirements. Actual travel requirements may vary however the total cost for travel will not exceed established limits. Contractor shall include costs for travel in their Firm Fixed Price.

DATE	LOCATION	DURATION	# PERSONNEL	EST. COST/PERSON	EST. TOT. COST
1 st QTR	NSB Kings Bay, GA	1 day	3	\$60	\$180
1 st QTR	NSB Kings Bay, GA	2 days	2	\$180	\$360
1 st QTR	NSB Kings Bay, GA	1 day	3	\$60	\$180
1 st QTR	USFF HQ, Norfolk, VA	3 days	1	\$875	\$875
2 nd QTR	NSB Kings Bay, GA	1 day	3	\$60	\$180
2 nd QTR	NSB Kings Bay, GA	2 days	2	\$180	\$360
2 nd QTR	NSB Kings Bay, GA	1 day	3	\$60	\$180

3 rd QTR	NSB Kings Bay, GA	1 day	3	\$60	\$180
3 rd QTR	NSB Kings Bay, GA	2 days	2	\$180	\$360
3 rd QTR	NSB Kings Bay, GA	1 day	3	\$60	\$180
3 rd QTR	CNRNW, Kitsap, WA	5 days	2	\$1435	\$2870
4 th QTR	NSB Kings Bay, GA	1 day	3	\$60	\$180
4 th QTR	NSB Kings Bay, GA	2 days	2	\$180	\$360
4 th QTR	NSB Kings Bay, GA	1 day	3	\$60	\$180
4 th QTR	USFF HQ, Norfolk, VA	3 days	1	\$875	\$875
					\$7500

14.0 NON-PERSONAL SERVICE STATEMENT

Contractor employees performing services under this task order shall be controlled, directed, and supervised at all times by management personnel of the Contractor. Contractor management shall ensure that employees properly comply with the performance work standards outlined in the Performance Work Statement. Contractor employees shall perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

15.0 CONTRACTOR IDENTIFICATION: Contracting personnel shall identify themselves as “contractors” when attending meetings, answering Government telephones, or working in situations where their actions could be construed as official government acts. The Contractor shall ensure that their employee(s) display(s) his or her name and the name of the company while in the work area, and include the company’s name in his or her email display.

16.0 PERSONNEL COMPLIANCE: The Contractor shall ensure that contractor employees observe and comply with all local and higher authority policies, regulations, and procedures concerning fire, safety, environmental protection, sanitation, security, traffic, parking, energy conservation, flag courtesy, “off limits” areas, and possession of firearms or other lethal weapons. When two or more directives or instructions apply, the Contractor shall comply with the more stringent of the directives or instructions.

17.0 SMOKING/DRUG/ALCOHOL POLICY: Smoking/Alcohol Policy: The Contractor shall comply with local command smoking policies and workforce requirements. The Contractor shall also comply with all Federal drug-free workplace and work force requirements and local command policies. Copies of both policies will be provided to the contractor by the local command Administrative Officer (AO) at performance start date.

18.0 PERSONNEL CONDUCT: The selection, assignment, reassignment, transfer, supervision, and management of contractor personnel employed to perform tasks specified herein shall be the responsibility of the Contractor. The Contractor shall be responsible for the performance and conduct of contractor and subcontractor employees at all times. Personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the installation shall abide by the security regulations listed in the contract and shall be subject to such checks by the Government as deemed necessary. The Contractor shall not employ for performance under this contract any person whose employment would result in a conflict of interest with the Government’s standards of conduct.

19.0 PERSONAL APPEARANCE: Contractor personnel shall comply with local military commander’s published dress codes.

20.0 PERSONNEL REMOVAL: Government rules, regulations, laws, directives, and requirements that are issued during the term of the performance period relating to law and order, installation administration, and security shall be applicable to all contractor employees and representatives who enter the installation. Violation of such

rules, regulations, laws, directives, or requirements shall be grounds for removal (permanently or temporarily as the Government determines) from the work site or installation. Removal of employees does not relieve the contractor from the responsibility for the work defined in this contract.

- **Removal by Installation Commander:** The Installation Commander may, at his discretion, bar an individual from the installation under the authority of 18 USC 1382 (1972), for conduct that is determined to be contrary to good order, discipline, or installation security and safety.

- **Removal Requested by Contracting Officer (KO):** The KO may require the contractor to remove an employee working under this contract for reasons of misconduct or security violations. Contractor employees shall be subject to dismissal from the premises upon determination by the KO that such action is necessary in the interest of the Government.

- **Removal by Military Police:** Contractor employees may be denied entry to or may be removed from the installation by Military Police if it is determined that the employee's presence on the installation may be contrary to good order, discipline, or installation security and safety.

- **Removal for Unsatisfactory Performance:** The Government reserves the right to require the Contractor to remove and replace any personnel who provided unsatisfactory performance, demonstrate insufficient knowledge, or possess inadequate skill levels necessary to complete assigned tasks. The skill level of the staff provided shall be current and consistent with new technologies.

21.0 INTERACTION WITH OTHER ACTIVITIES: Government Personnel: Government and contractor personnel will be working in common office and warehouse areas during working hours. Contractor performance shall not interfere with Government work in the area where any service or maintenance work is being performed. In the event the contractor believes that Government and other contractor personnel are interfering with the performance of the tasks described in this PWS, the Contractor shall notify the DGR immediately. The Contractor is obligated to continue performance of the effort described in this contract unless there is authorization from the KO or DGR/COR to stop work. Failure by the contractor to notify the DGR and receive necessary instructions could result in denial of any additional costs incurred in performance of the contract under such conditions.

22.0 SAFETY: The Contractor is solely responsible for compliance of all safety regulations of employees while working on Government owned facilities. All accidents which may arise out of, or in connection with, performance of services required hereunder which result in injury, death, or property damage, shall be reported in writing to the Contracting Officer and cognizant Contracting Officer Representative (COR) within twenty-four hours of such occurrence. Reports shall provide full details of the accident, including statements from witnesses. The fore-going procedures shall also apply to any claim made by a third party against the contractor as a result of any accident that occurs in connection with performance under this contract.

23.0 DELIVERABLES: Management/Quality Control Plan (QCP): The Contractor shall ensure quality service is maintained to perform services throughout the life of the contract and methods for improving the overall quality are also employed. Offerors shall therefore prepare and submit a management/quality control plan. The final Government approved plan shall be submitted within five working days of contract start date. The plan shall discuss the Contractor's overall approach and procedures for evaluating each of the major service areas contained in the PWS, communicating with the Government, resolving deficiencies, identifying potential improvements, and managing day to day operations. As part of the management/QCP, the Contractor may conduct internal QC inspections. Results of any contractor internal QC inspections and corrective actions taken shall be made available to the Government for review throughout the performance of this PWS. The Government may periodically require the Contractor to update/revise the management/QCP to ensure quality service is maintained throughout the life of the contract.

24.0 MEETINGS AND BRIEFINGS: Requested Meetings: When requested by the DGR, the Contractor shall attend, participate in and furnish input to scheduled and unscheduled meetings, conferences, and briefings. Frequency may be weekly, monthly, or as otherwise required.

24.1 Monthly Meetings: The Contractor shall meet with the Designated Government Representative (DGR), and the Government Quality Assurance Evaluator (QAE) on a monthly basis to review contract performance. Meetings shall include review and analyses of key process indicators, analyses of process deficiencies, and problem resolution. At these meetings, the DGR and the contractor will discuss the contractor's performance as viewed by the Government and problems, if any, being experienced. The Contractor shall take appropriate action to resolve outstanding issues. A mutual effort shall be made by the contractor and DGR/COR to resolve any and all problems identified.

24.2 Meeting Attendees: Meeting attendees shall include contractor managerial, supervisory, and/or other personnel knowledgeable of the subject matter.

24.3 Reporting Requirements: When the Contractor is the sole representative on behalf of the Government at meetings, conferences, or trips, the contractor shall deliver a related report to the DGR within two working days after meeting completion. The report shall include identifying information, general observations and conclusions or recommended actions, and any additional information, such as handouts.

24.4 Management and Administration: The Contracting Officer (KO) has ultimate authority for administration of this contract. The KO may delegate authority through various appointed representatives, including, but not limited to, the COR, technical assistants, one or more technical monitors, and other Government representatives associated with specific functions.

25.0 GOVERNMENT MANAGEMENT OVERSIGHT: Government management will provide general instructions on limitations, deadlines, how the work is to be completed. Additional instructions will be provided for any unusual assignments or those that vary from established procedures. The Contractor's employees will independently carry out the assignments. Completed work will be spot-checked by Government management for adherence to procedures, accuracy, and completeness.

26.0 TECHNICAL POINT OF CONTACT AND INSPECTION AND ACCEPTANCE

The Contracting Officer's Representative under this Task Order is the person responsible for performing inspection and acceptance of the contractor's performance at the destination) as follows:

26.1 COR: Tom Fasanello
Voice Phone: 904-542-2852 or DSN 942-2852
Email: Thomas.fasanello@navy.mil

26.2 DGR Scott Crossley:
Voice Phone: 904-542-0929
Email: scott.crossley@navy.mil

27.0 5237.102(90) Enterprise-wide Contractor Manpower Reporting Application (ECMRA)

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for **CNRSE Jacksonville, FL** via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>."

28.0 RAPIDGATE: NAVY COMMERCIAL ACCESS CONTROL SYSTEM (NCACS) STATEMENT:

Commander, Navy Installations Command (CNIC), has established the Navy Commercial Access Control System (NCACS), a standardized process for granting unescorted access privileges to vendors, Contractors, suppliers, and service providers not otherwise entitled to the issuance of a Common Access Card (CAC) who seek access to and can provide justification to enter Navy installations and facilities. Visiting vendors may obtain daily passes directly from the individual Navy Installations by submitting identification credentials for verification and undergoing a

criminal screening/background check. Alternatively, if the vendor so chooses, it may voluntarily elect to obtain long-term credentials through enrollment, registration, background vetting, screening, issuance of credentials, and electronic validation of credentials at the vendor's own cost through a designated independent contractor NCACS service provider. Credentials will be issued every five (5) years and access privileges shall be reviewed/renewed on an annual basis. The costs incurred to obtain Navy Installation access of any kind are not reimbursable, and the price(s) paid for obtaining long-term NCACS credentials will not be approved as a direct cost of this contract. You can access additional information by calling 1-877-727-4342 or go online to <http://rapidgate.com>.